

## The Green Umbrella Pre-School and Nursery

# Fees and Payments Policy

### **IMPORTANT**

**BY SIGNING THE REGISTRATION FORM YOU ARE AGREEING TO THE TERMS SET OUT BELOW**

This policy forms part of the Terms and Conditions of the service offered by the nursery and the commitment the parent/carer takes on when they register their child.

We deliver our service in return for an agreed fee from parents/carers and all fees **must** be paid promptly and in line with this policy document.

#### **Deposit**

A refundable deposit of £100.00 is required to secure a booking. A second deposit for a sibling is not required. Deposits will be refunded when the youngest child leaves nursery and providing we have received 4 weeks' notice of leaving in writing.

If a child is funded by Social Services we do not require a deposit.

#### **Settling-In Sessions**

Prior to starting at nursery and after a deposit has been taken we offer a free 2 hour settling-in session. Further settling-in sessions can be requested but will be no longer than 2 hours and will be charged at our normal hourly rate.

#### **Payment of Fees**

Fees cover staffing costs and resource the nursery prior to the child's attendance. Fees are either payable monthly in advance or weekly in advance. A lost or non-collected invoice is not a justification for non-payment of fees.

#### **Monthly Payment**

Invoices are printed on green paper and are put into children's boxes around the 20<sup>th</sup> of each month to cover the following month. Fees are payable on the first day of each month the child attends nursery or prior. Fees can be paid by cash, cheque, standing order, childcare vouchers or internet banking transfer. Details of the nursery's bank account can be found on the bottom of the invoice. The nursery does not have the facility to take credit card payments and are unable to set up direct debits.

#### **Weekly Payment**

Invoices are printed on green paper and are put into children's boxes a week in advance of payment. Fees are payable on the first day of each week the child attends nursery or prior. Weekly fees must be paid in cash only. We do not accept any other form of payment for weekly fees.

#### **Late Payment of Fees Charges**

Late payment of fees will result in a late payment of fees charge of **£5.00 per day** for each day payment is late. Monthly late payment charges will be added for late fees from the 8<sup>th</sup> of each month on a daily basis until fees are paid. Weekly late payment charges will be added if fees are not paid on time on a weekly basis.

If fees are in arrears for longer than 30 days your child's the nursery reserves the right to cancel your booking and your child will lose their space at nursery. After offsetting any deposit held, all outstanding fees, along with fees for 4 weeks' notice, will need to be paid within 7 days of your child's booking being cancelled.

Should fees not be settled in full after this time, debt collection proceedings will be commenced using either an internal or external debt collection agency to recover all monies including any expenses incurred by the nursery.

### **Childcare Vouchers**

Please set up voucher payments so payment is received on time. We are registered with most childcare voucher schemes so please asked for our account details.

### **Returned Unpaid Cheques**

Where cheques are returned as unpaid an administrative charge of £20.00 will be added to the following invoice and unpaid fees must be paid immediately in cash.

### **Late Collection of Child Charges**

The nursery closes its doors at **6pm prompt**. Parents/carers have a duty to make sure they are ready to leave the premises no later than 6pm. The charge for late collection of children is £1 per minute for each minute after 6pm that the child/parent/carer remains on the premises. These charges also apply if children are collected late after the morning sessions. The nursery reserves the right to waive this charge in exceptional circumstances.

Where a child is frequently collected late (frequent would mean 2 or more times in any one month) the nursery reserves the right to terminate the contract between the nursery and parent/carer with 1 month's written notice.

### **Fee Increases**

Fees are reviewed each January. Revised fees will be subject to this policy document.

### **Notice to Terminate Space**

The nursery requires 4 weeks' notice **in writing** to terminate a child's space at nursery. This can be in the form of letter or email. If a child leaves nursery without written notice the nursery will write to the parent/carer requesting any outstanding fees along with a full month's fees for the notice period.

Outstanding fees must be within 7 days of the date of the letter. If a deposit is held this will be offset against the balance of fees outstanding. Failure to pay outstanding fees will result in the use of an internal or external debt collection agency to recover outstanding fees and probably legal action.

### **Contract**

By signing the registration form the parent/carer agrees to all policies and procedures of the nursery. Copies of policies and procedures are available to view at any time.

**All policy and procedure documents are subject to regular review  
This policy was reviewed: January 2014**